

## Chapter 4

### IMPLEMENTING THE MISSIONS OF CAP DETAILED ADMINISTRATION "HOW-TO"

#### Section A - Setting Up Files

**4-1. What to do First.** When a new unit is established, there are several items that must be on hand (see the Suggested Needed Material list at the end of this chapter, which you may adapt to your needs). Some of the items will have to be ordered from the Civil Air Patrol Bookstore; some may be obtained locally or from your school. When you receive all the needed material, you will probably say, "What am I to do with all this stuff?" Take it one step at a time and it will soon be organized. As you go through the material, take time to look at each item and become familiar with it. This will make it easier to separate.

a. The first step is to sort the items into piles/boxes/areas of like items. Don't worry about sizes or other differences at this point. Sort them into the following categories:

- (1) Uniforms/uniform items
- (2) Publications
  - (a) Teaching Materials
  - (b) Reference Materials
  - (c) Forms
  - (d) Regulations, Manuals, and Pamphlets
- (3) Office Supplies

b. Inventory the uniforms by size as well as style. Use CAPM 39-1, *Civil Air Patrol Uniform Manual*, for guidance of styles and types of the different CAP uniforms.

(1) Helpful inventory forms that will ease accountability are in Attachment 6, *Helpful Items*. These are for your use and may be reproduced as needed.

(2) As you sort the uniforms, sort by style, enter the information on the inventory forms and place on the shelves in the storage area by size. This will enable you to find the size and style you need quickly. Organize the uniform items in an easy to use container, such as a fishing tackle box. Make sure the storage place for the uniform items can be easily secured.

c. Organize publications in a way that is best for you. Prior to filing the publications, you need to indicate that you have the current publications listed in CAPR 0-2, *Numerical Index of CAP Regulations, Manuals, Pamphlets, and Visual Aids*, and CAPR 0-9,

*Numerical Index of CAP Forms, Test Material, and Certificates.* Check both the CAPR 0-2 and CAPR 0-9 against what you have; if you have the current publication, place a + in left margin, or a – if you do not. When you finish checking the publications, order the needed non-purchase items on a CAPF 8, *Requisition for Publications and Blank Forms*. Review how to complete the form in Chapter 7, Figure 7-3. When you receive the ordered items, change the – into a + to indicate that you have the correct publication. Items marked "Purchase Item Only" must be ordered from the CAP Bookstore using a CAP Bookstore order form. Items with statement other than "Purchase Item Only" are to be ignored. See CAPR 4-4, *Publications and Blank Forms Management*, for more details.

(1) Teaching material should be stored in the area of activity. Sort the teaching materials/aids and store them in the area that will be used for that particular subject or in an area designated (bookcase) for supplies so all that need access to them will be able to locate the materials quickly.

(2) Reference material may be arranged as a reference library for ease of locating the material. Keep related material together in a bookcase. Try to collect as much reference material from many different sources as possible.

(3) Forms are filed by form number in a file cabinet drawer, if possible. Each form number should be filed in a separate file folder. Use CAPR 0-9, *Numerical Index of CAP Forms, Test Material, and Certificates*, to ensure you have the current forms in your files. You must check the form date when a new CAPR 0-9 is published. See Paragraph 4-1c above for details on marking CAPR 0-9 and ordering the missing publications.

(4) Some prefer to organize the regulations separate from the manuals, while some sort by number as listed on the CAPR 0-2, *Numerical Index of CAP Regulations, Manuals, Pamphlets, and Visual Aids*. The latter makes it easier to check for currency when a new CAPR 0-2 is published. Once you have them in the order you want, indicate on CAPR 0-2 as explained in Paragraph 4-1c above. Then place them in binders (loose-leaf is best), label the spine if not in a CAP Regulations & Manuals binder, and place in the bookcase where they are accessible. The use of indexes is helpful in locating the needed regulation/manual quickly.

(5) Pamphlets are organized in a different binder the same way as the regulations and manuals using CAPR 0-2 to check for currency and indicating if you have the latest pamphlet. You may use indexes and file the unnumbered pamphlets with the numbered pamphlets.

(6) Office supplies should be stored in an area easily accessible for all members of the unit. Some items may need to be safe guarded, however. There are no hard and fast rules on this area, so use your own judgment.

#### **4-2. Unit Files (Reference CAPR 10-2, *Files Maintenance and Records Disposition*)**

a. Files may consist of one or more groupings of records arranged and maintained to serve as reference or authoritative background material for past, present, and future actions.

(1) **Planning Files.** Most all files fall under one of the tables and rules for disposition purposes, as found in CAPR 10-2, and should be established as a separate series of records. Keep general correspondence files to a minimum. Use only for routine correspondence with short retention value (one year or less). CAPR 10-2 is very detailed and should be referred to when setting up the files. For ease of setting up files, use green left tab cardboard guide cards and straight cut file folders. You will use more left tab position than center or right, so using straight cut file folders will reduce waste. All the guide cards will use only the left tab. See the sample shown in CAPR 10-2.

(2) **Transitory Material.** This consists of short term records that does not contain procedural or policy matter applicable to the receiving office. Material may consist of forms; requests for routine information, publications, or supplies; or documents not requiring action by the receiving office. For example, CAPF 8 requesting forms, or letters of transmittal.

(3) **Separate Series Records.** These records have a specific cutoff date or action. Most records are appropriately filed as a separate series of records.

(4) **Case Files.** These files reflect the "case history" of a transaction or document – a series of related actions concerning a person, organization, location, product, or thing, e.g., contract case files, master personnel records, research and development project files, etc. Typically, a case file documents a transaction or relationship from beginning to end. Accordingly, these files are terminated on the occurrence of an event, such as contract completion, retirement of an individual, or completion of a project.

(5) **Personnel Files.** They are treated the same as **Case Files**. If there are too many to be kept in the file drawer with the rest of the files, you may use a separate file drawer for the personnel files.

(a) **CAP Identification Numbers.** The Social Security Number (SSN) is used as the CAP member identification number in CAP personnel records; however, if a member does not want his/her SSN used, a computer generated number may be requested. These numbers are used within MSI CAP only as necessary for CAP purposes and are not released outside MSI CAP unless required to obtain membership benefits or authorized military privileges. Any other use must be with the member's consent.

(b) **Active Records.** Personnel records consist of training records (CAPF 66, *Cadet Master Record*, prescribed by CAPR 52-16, *Cadet Program Management*, for cadets; CAPF 45, *Senior Member Master Record*, and CAPF 45b, *Senior Member Training Record*, prescribed by CAPR 50-17, *CAP Senior member Training Program* for seniors); a copy of the initial application form (CAPF 15, *Application for Cadet Membership in Civil Air Patrol*, for cadets; CAPF 12, *Application for Senior Membership in Civil Air Patrol*, for senior members); and all personnel actions pertaining to the member in the form of published personnel actions, CAPF 2, *Request for Promotion Action*; CAPF 2a, *Request for and Approval of Personnel Actions*; CAPF 120, *Recommendation for Decoration*; and CAPF 83, *Civil Air Patrol Form for Clearance Screening*. Any additional information pertaining to the member's service

and performance should also be made a part of the personnel records. How the personnel file is organized is a matter of choice and what is available. Some have found it is easier to organize an individual's personnel record when a six-part file folder is used. Use each section of the file folder for different types of information. For example, use section #1 for personal information (Emergency Notification, CAP Driver License, etc.), Section #2 for personnel actions, #3 for training, #4 for awards, #5 for Pilot/Observer/Communication qualifications, and #6 for mission information and qualifications. You can insert the master record in the center of the file folder for easy retrieval and use. A Participation Letter, Figure 4-1, is completed each time a member participates in an activity, and included in the personnel files. The member's unit of assignment will maintain these records. The unit personnel officer normally maintains personnel records. However, this duty may be delegated to the unit administrative officer, or in the case of senior member records, to the senior program officer, at the discretion of the unit commander. For more details on these forms, see Chapter 7.

b. At the time of this writing, CAPR 10-2, *Files Maintenance and Records Disposition*, was under revision. Review the CAPR 10-2 for the correct procedures in setting up a file system for your unit. A sample file drawer is illustrated in Figure 4-2. Any document identified on file table of contents or index should be included in your record area.

(1) Use a Table of Contents for your files. Each office of record, i.e., Directorate of Administration, Logistics, Operations, should prepare a table of contents or index to identify all records for which that office has responsibility. The file should consist of a general correspondence file and any additional separate series records. Many units have just one master file with all directorates storing their files there. The table of contents or index should be prepared in one copy and filed in front of the current files. Each section is responsible for the maintenance and disposition of all CAP records generated within his or her area of responsibility.

(2) A gummed or pressure sensitive (self-adhering) label will be affixed to each guide card. These guide cards identify the documentation and prescribed disposition. Straight cut file folders work best since you will have more files that use the left label position.

(3) **Personnel Files (201 files).** These files are kept alphabetized by last name, senior member separate from cadet, active from inactive. If there is enough room in the file drawer, you may keep all personnel files in the one drawer using a guide card with the appropriate completed label affixed to it.



HEADQUARTERS  
CIVIL AIR PATROL, NEWPORT NEWS AVIATION ACADEMY FLIGHT  
UNITED STATES AIR FORCE AUXILIARY  
1000 Aviation Way  
Newport News, Virginia 26666-1234

SUBJECT: Participation Letter

20 August 1999

1. The following individuals are authorized to participate in the EAA Exhibition Air Show, Oshkosh, Wisconsin, as cadet staff during the period 10-20 August 1997:

<u>GRADE</u>	<u>NAME</u>
CADET	JOHN SMITH
CADET	BETTY BROWN

2. Transportation to or from such activity is not the responsibility of MSI CAP and is provided "as available." Privately owned vehicle travel to or from such activity is performed strictly at the members' own risk (reference CAPR 77-1, Para 6c and CAPR 52-16, Para 4-1b(1) and (2)) and is not under MSI CAP direction and control. Parents of cadet will be advised.

JOHN Q. PUBLIC, Lt Col, CAP  
Commander

**NOTE:** Used to verify attendance and participation of CAP members in a CAP event or activity for personnel records.

Figure 4-1. Sample Participation Letter

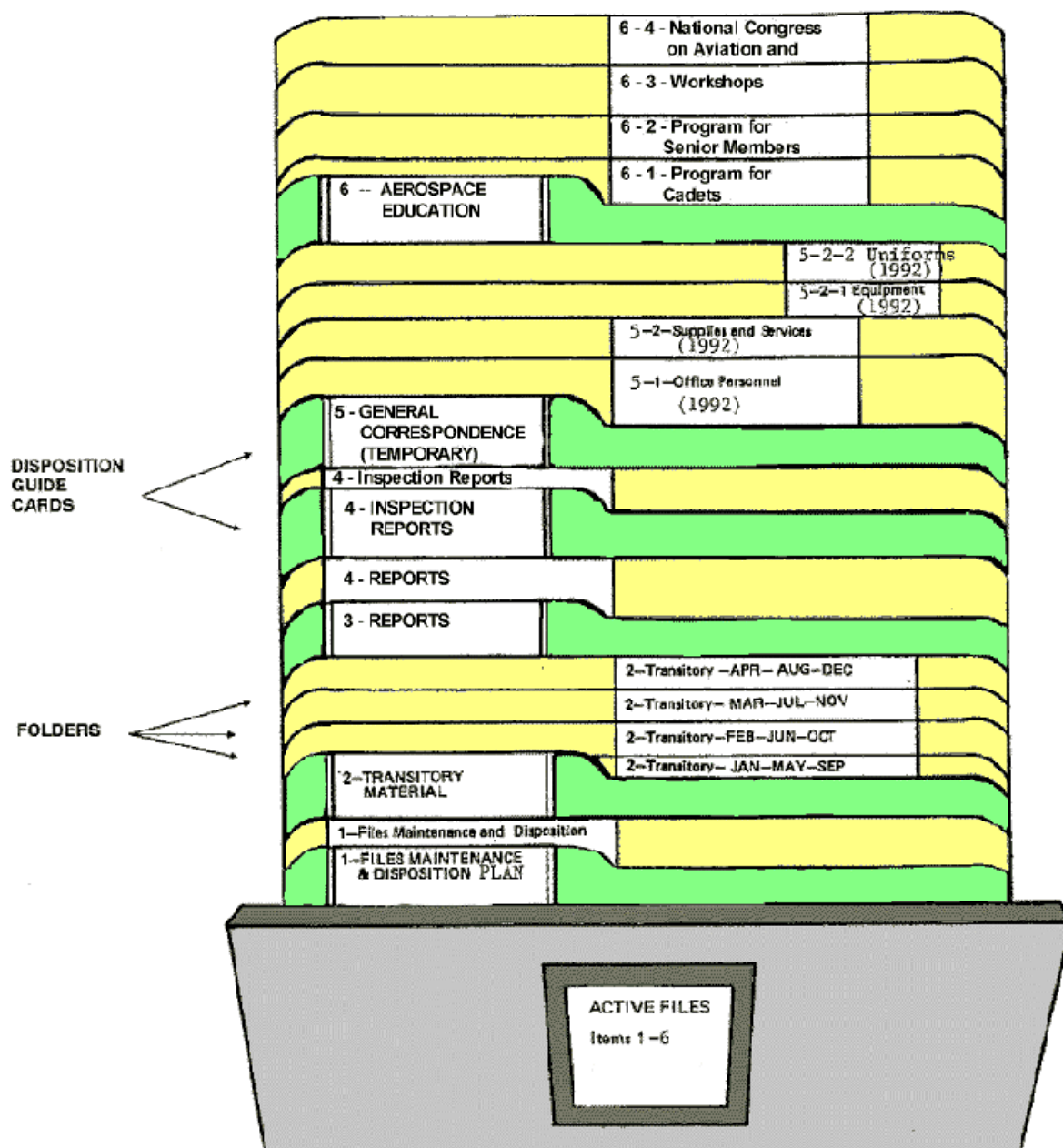


Figure 4-2. Sample File Drawer

## **Section B - Safeguarding Tests (Reference CAPR 50-4, *Test Administration and Security*)**

**4-3. Storage and Security.** The Test Control Officer (TCO) will store CAP and Extension Course Institute (ECI) tests and any related material in a metal filing cabinet with a steel lock bar and a three-combination dial-type padlock, a metal file cabinet equipped with a combination lock, or an upright safe or vault accessible only to the TCO, alternate TCO, unit commander or school administrator.

- a. Only testing material will be kept in the test storage container.
- b. Padlock combinations must be changed when the test control officer, alternate, or unit commander changes or at least annually.
- c. Anytime the storage container is open, the TCO, alternate TCO, or unit commander must be present to prevent test compromise.

**4-4. Additional Requirements for Safeguarding ECI Test Materials.** Each ECI test is mailed to the local host CAP unit in a sealed envelope addressed to the commander or TCO. Attached to the envelope is the answer sheet. Refer to instructions in CAPR 50-4, *Test Administration and Security*, for full ECI test instructions.

**4-5. Test Material Inventory.** The TCO conducts a test materials inventory every 90 days and signs an inventory log at the completion of the inventory. The test inventory log should be destroyed six (6) months after the date of the inventory. Units may make a reasonable number of copies of the Leadership and Aerospace Education test booklets and the answer keys as long as test control procedures found in CAPR 50-4 are followed. Each copy made of the test will be sequentially numbered and inventoried.

**4-6. Test Destruction.** The TCO or alternate should destroy used, surplus, damaged, or obsolete tests by burning, shredding, or pulping, and annotate on the test inventory log the exam control number (if applicable), reason for destruction, date of destruction, and signature of the person who destroyed the test. If the TCO inadvertently destroys the wrong test, he/she should annotate the test control log and immediately contact the exam issuing authority for a replacement.

**4-7. For More Information.** See CAPR 50-4, *Test Administration and Security*, for complete rules of compromise of CAP and ECI test materials.

## **Section C - Correspondence (Reference CAPR 10-1, *Preparing and Processing Correspondence*)**

**4-8. Style of Correspondence.** Two styles of letters are authorized for CAP units. These are described below:

- a. **Memorandum-Style Letter (Figure 4-3).** This style will be used for communications between MSI CAP and other CAP units and when communicating with military

agencies. See CAPR 10-1, *Preparing and Processing Correspondence, Attachments 1 and 2*, for complete details.



HEADQUARTERS  
CIVIL AIR PATROL, NEWPORT NEWS AVIATION ACADEMY FLIGHT  
UNITED STATES AIR FORCE AUXILIARY  
1000 Aviation Way  
Newport News, Virginia 26666-1234

20 August 1999

MEMORANDUM FOR SOUTH CAROLINA WING/CC  
NORTH CAROLINA WING/CC  
VIRGINIA WING/CC

FROM: CC

SUBJECT: Hurricane Fran

1. With Hurricane Fran closing in on the Southeast coast of the Middle East Region, please make sure that Civil Air Patrol aircraft are flown to a "safe haven" out of the path of the approaching hurricane.
2. Also ensure that all Civil Air Patrol property and vehicles are moved to safety so they will be available after the danger has passed for possible FEMA missions.
3. Ensure that all Civil Air Patrol aircraft have stand-by aircrews for possible FEMA missions after the hurricane.
4. Notify Col John S. Doe and Col Wilbur X. Smith of the date, time, and location of the relocated aircraft.

JOHN Q. PUBLIC, Lt Col, CAP  
Commander

Figure 4-3. Sample Memorandum-Style Letter



b. **Business-Style Letter (Figure 4-4).** This style will be used for communications with private concerns and individuals not connected with CAP. See CAPR 10-1, *Preparing and Processing Correspondence, Attachments 3 and 4*, for complete details.

#### **4-9. Style of Letterhead**

a. A letterhead must include these elements: unit designation; the words "Civil Air Patrol," "United States Air Force Auxiliary;" and the address of the MSI unit.

b. The CAP Seal, CAP Emblem, CAP Wing/Region Shoulder Patch or other distinctive decoration may be printed on the letterhead as long as it is in good taste. Although printed letterheads are desirable, they may be typed, computer generated, or duplicated. (Refer to CAPR 900-2, *Use of Civil Air Patrol Seal and Emblem; Use and Display of the United States Flag and Civil Air Patrol Flags*, for instructions on use.) Illustrations of the CAP seal and emblem are in Paragraphs 4-37 and 4-38 below.

#### **4-10. Responsibility of Writer**

a. **Clarity and Conciseness.** The writer should give complete and correct information in a clear and concise manner. Short sentences and short paragraphs will be used, and the writer should limit letters to one page.

b. **One Subject Per Letter.** The writer should discuss only one subject in each letter. He/she should present questions or facts logically. For example, a personal matter will not be discussed in a letter dealing with publications and forms. Separate letters should be written.

c. **Referring to Previous Communications.** If a communication refers to a previous one on the same subject, the writer will add a brief reference (in parentheses) immediately after the subject. For example:

SUBJECT: Nonreceipt of Registered Mail (Your Ltr/Memo, 28 Apr 96)

SUBJECT: Support of CAP (Our Ltr, 1 Apr 96)



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**CIVIL AIR PATROL, NEWPORT NEWS AVIATION ACADEMY FLIGHT**  
**UNITED STATES AIR FORCE AUXILIARY**  
1000 Aviation Way  
Newport News, Virginia 26666-1234

20 August 1999

Col John C. Doe, CAP  
Podunck Composite Squadron  
Bridge Road  
Podunck US 99999-0000

Dear Colonel Doe,

This is a sample of the Civil Air Patrol (CAP) business-style letter, which will be used for communications with private concerns (praise, condolence, etc.). You may use this type letter for conducting official CAP business with a person or an organization outside of CAP.

Type or stamp the date 10 lines from the top of the page at right margin. If the letterhead does not have the complete address of the sender, then type the return address 4 lines below the date or 14 lines from the top of page at left margin. Type the "to" address three lines below the return address. Type the salutation two lines below the last line of address. Begin typing the body of the letter two lines below the salutation. Do not number paragraphs. Indent all major paragraphs five spaces; indent subparagraphs an additional five spaces.

Type the complementary close "Sincerely" two lines below the text, three spaces to the right of center. Type the signature element five lines below and flush with the complimentary close.

Type "Attachment(s):" flush with the left margin, 10 lines below the last line of text. Place courtesy copy distribution "cc:" at the left margin, two lines below attachments. If there are no attachments, type "cc:" 10 lines below the last line of text.

Sincerely,

JOHN Q. PUBLIC, Lt Col, CAP  
Administration Officer

Attachments:

- 1.
- 2.

cc:  
HQ CAP/MSA

Figure 4-4. Sample Business-Style Letter

#### **4-11. Instructions for Typist**

- a. **Stationery.** Bond paper (8 1/2 x 11 inches) will be used for the original, with the first page on letterhead and continuation pages on plain white paper. File and coordination copies should be on white manifold tissue or computer-generated paper.
- b. **Corrections.** Minor erasures and pen-and-ink changes are acceptable.
- c. **Number of Copies.** Normally, two copies, the original and the file (coordination) copies, are sufficient. The originating office will send information copies of a communication to other interested offices rather than route the original through them, except where direct coordination is required before dispatch. As a reminder, complaints or questions on policy, etc., should be properly directed to the appropriate staff agency by functional address symbol. A functional address symbol is the symbol used to indicate the office to which the correspondence is addressed. For example, a correspondence to National Headquarters Personnel would be addressed as HQ CAP/DP.

#### **4-12. Routing of Communications**

- a. The use of zip code + 4 IS ENCOURAGED.
- b. A complete listing of National Headquarters functional address symbols is included in CAPR 10-1, *Preparing and Processing Correspondence*, Attachment 5. Attachment 6 of the same regulation shows the functional address symbols for CAP units below National Headquarters. Using these will facilitate prompt delivery to the addressee.
- c. Letters containing money in any form may not be placed in consolidated mailings. Payments for membership dues should be addressed separately to personnel directorate (DPP). All other types of payments, except bookstore orders, should be addressed to finance directorate (FM) unless otherwise directed. Bookstore orders should be addressed to the CAP Bookstore. At no time should **cash** be sent through the US Postal Service; checks and money orders are acceptable.

#### **Section D - Awards (Reference CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*)**

**4-13. General.** CAP awards are designed to recognize heroism, service, and program achievements. Prompt recognition through presentation of awards earned will promote esprit de corps.

#### **4-14. Decorations**

- a. Authority to award all decorations listed in this section is vested in the National Executive Committee (NEC). The Chairman of the National Awards Review Board is authorized to approve all decorations for the NEC with the exception of the Silver Medal of Valor and the Distinguished Service Medal, which require NEC approval. National

Headquarters makes announcement of approved decorations in published personnel actions. Region commanders are authorized to award the Exceptional Service Award, Meritorious Service Award, Commander's Commendation Award and Certificate of Recognition for Lifesaving. Wing Commanders are authorized to award the Commander's Commendation Award and Certificate of Recognition for Lifesaving.

b. CAP Decorations are:

- Silver Medal of Valor
- Bronze medal of Valor
- Distinguished Service Medal
- Exceptional Service Award
- Meritorious Service Award
- Commander's Commendation Award
- Certificate of Recognition for Lifesaving
- Unit Citation Award

**4-15. Cadet Program Awards.** National Headquarters approves all cadet program awards denoting the level of achievement in the cadet program. See CAPR 52-16, *Cadet Program Management*, for a complete program description and administrative procedures for obtaining these awards. They are:

Awarded at the unit level:

- General J. F. Curry Achievement - Achievement 1
- General H. H. "Hap" Arnold Achievement - Achievement 2
- Wright Brothers Achievement - Achievement 3
- Captain Eddie Rickenbacker Achievement - Achievement 4
- Charles A. Lindbergh Achievement - Achievement 5
- General Jimmy Doolittle Achievement - Achievement 6
- Dr. Robert H. Goddard Achievement - Achievement 7
- Neil A. Armstrong Achievement - Achievement 8

Awarded at national level:

- General Billy Mitchell Award - Between Achievements 8 & 9
- Amelia Earhart Award - Between Achievements 11 & 12
- General Ira C. Eaker Award - After completion of Achievement 16
- General Carl A. Spaatz Award - After completion of Eaker Award

**4-16. Senior Program Awards.** National Headquarters approves all senior member program awards, except the first three, denoting the level of achievement in the Senior Member Training Program. See CAPR 50-17, *CAP Senior Member Training Program*, for a complete program description and administrative procedures for obtaining these awards. They are:

Unit as Approving Authority:

- CAP Membership Award Ribbon - Level I
- Leadership Award Ribbon - Completion of the technician level of specialty track
- Senior Member Certificate of Proficiency - Level II

National as Approving Authority:

- Grover Loening Aerospace Award - Level III
- Paul E. Garber Award - Level IV
- Gill Robb Wilson Award - Level V

#### **4-17. Aerospace Education Awards**

a. **Brigadier General Charles E. "Chuck" Yeager Aerospace Education Achievement Award.** This is awarded by National Headquarters for successful completion of the Aerospace Education Program for Senior Members (AEPSM).

b. **A. Scott Crossfield Award.** This is awarded by National Headquarters to all members who have earned the master level rating in the aerospace education specialty track and served as aerospace education officer.

#### **4-18. Activity and Service Ribbons**

a. Region commanders award activity and service ribbons to members of the region staff.

b. Wing commanders award activity and service ribbons to members of their staffs and to members of units within their wings. Authority to award these activity and service ribbons may be delegated to group and squadron commanders at the discretion of the wing commander.

c. The activity ribbons are:

- International Air Cadet Exchange Ribbon
- National Cadet Competition Ribbon
- National Color Guard Competition Ribbon
- Cadet Special Activity Ribbon
- Encampment Ribbon

d. The service ribbons are:

- Command Service Ribbon - Awarded to senior members who have served at least 1 year continuous service as commander.

- Red Service Ribbon - Awarded at the end of 2 years as a cadet or senior member in good standing.
- Air Search and Rescue Ribbon - Awarded for active participation in at least 10 search and rescue sorties.
- Search "Find" Ribbon - Awarded for making a "find" on a search and rescue mission.
- Counterdrug Ribbon - Awarded to senior members for participation in 10 counterdrug sorties.
- Disaster Relief Ribbon - Awarded for participation in five actual/evaluated disaster relief missions and completion of two additional requirements (see CAPR 35-3, Para 21f for details).
- Disaster Relief Ribbon with "V" Device - Awarded for participation in a disaster relief effort for a Presidential declared disaster.
- Cadet Orientation Pilot Ribbon - Awarded to members who provide 50 cadet orientation flights.
- Cadet Community Service Ribbon - Awarded to cadets who complete 60 hours of community service.
- Cadet Advisory Council Ribbon - Awarded to all primary members of each cadet advisory council.
- Recruiter (Cadet and Senior Member) Ribbons - Awarded to members that recruit new members. Cadets must recruit 2 new members, senior members must recruit 7 new members.

**4-19. Special Awards and Honors.** These include:

- Life Member
- Senior Member of the Year
- Cadet of the Year
- CAP Honor Roll at the USAF Academy
- Squadron of Merit
- Squadron of Distinction
- F. Ward Reilly Leadership Award
- American Legion Award to Outstanding CAP Squadrons
- Air Force Association Award to Outstanding CAP Cadets
- Air Force Sergeants Association Award to Outstanding CAP Cadet Noncommissioned Officer of the Year

**4-20. Certificates.** Certificates from National Headquarters accompany all CAP decorations and certain achievements. Certificates of completion are issued to all members participating in nationally sponsored courses of instruction.

**4-21. CAP Awards Covered by Other Directives.** CAP awards covered by other directives include Organization Charter, Certificate of Retirement, Radio Operator Certificate or Proficiency, Honorary Membership Certificate, Certificates of Accomplishment, Certificates of Appointment, Certificates of Appreciation, Chaplains, Business Member Certificate, Certificate of Safety Achievement, and Special Certificates.

## **Section E - Keeping a Historical Record (Reference CAPR 210-1, *The Civil Air Patrol Historical Program*)**

**4-22. CAP Historical Program.** The purpose of the CAP Historical Program is to systematically collect historical data, prepare accurate and useful accounts of the organization, development, administration, operations, and other features of the Civil Air Patrol and its antecedents. The program's principal objectives are to provide historical data for CAP planning, operations, and educational purposes. To preserve and disseminate the history of Civil Air Patrol. To also prepare and publish scholarly books and studies that keep the public informed about Civil Air Patrol, its cadet program, aerospace education, and emergency service missions.

**4-23. What Should be Included in the MSI CAP Historical Record.** CAPP 5, *Handbook for CAP Historians*, is a complete guide for the preparation of Civil Air Patrol written and oral histories.

a. A pictorial scrapbook of MSI CAP unit events and members is a great method for keeping pictures organized. Make sure that the dates, events and people are identified. Another type of scrapbook is one made up of printed articles, announcements, etc., about the unit. These may be kept in the same scrapbook as the pictures or you might want to have a separate book for the printed items. Keep these items in chronological order by calendar year. Label the spine and front of the scrapbook with the name of the unit and the year.

b. It is a good idea to keep a "logbook" of CAP events, meetings, promotions, milestone awards, outings, socials, etc. (anything your unit does or is involved in) for your historical record. A loose-leaf notebook works well since you can add additional items at any point. Use regular notebook paper to enter notes on the events, achievements, promotions, awards and copies of certificates presented to your members and other items such as printed programs, invitations, etc. If you do not want to punch holes in the item, place them in page protectors. Keep a year beginning (January) and year ending (December) printout of the CAP unit membership. Attachment 6, *Helpful Items*, contains a form to document the establishment of your unit patch. This should be included in the notebook along with a color drawing of the patch and the patch when manufactured. Basically, you want to keep a record of EVERYTHING. Make sure that everything is labeled/identified by date, event, and people. Keep these items in chronological order by calendar year. Label the spine and front of the notebook with the name of the unit and the year. This will aid you considerably when time to complete your annual unit history.

## **Section F - Raising Money and Support (Reference CAPR 173-4, *Fund Raising/Donations*)**

**4-24. Activities Allowed.** *Units should ensure that fund raising activities do not violate local laws or ordinances.* These are a few of the many ideas for local unit fund raising:

- Raffles or ticket sales for drawings of merchandise, if permitted by local laws
- Operation of concession booths at air shows, state fairs or other type of activities. These booths can sell hot dogs, soft drinks, cookies, etc. (See prohibited activities below for air show prohibition.)

- Car or aircraft washes
- Rummage sales and bake sales
- Collecting and selling recyclable items such as paper, bottles, cans, etc.
- Sale of advertising space in MSI CAP unit newspapers, also sale of bumper stickers
- Sale of tickets for fast food franchises movie theaters and restaurants for a portion of the proceeds going to MSI CAP unit
- Sale of Christmas items such as trees and Christmas cards

**4-25. Prohibited Activities.** Prohibited fund raising activities include:

- Sponsoring or flying in air shows
- Penny-a-Pound airplane rides
- Dropping objects from aircraft or spot landing contests
- Percentage professional fund raising (does not include Combined Federal Campaign (CFC) or United Way)
- Personal pecuniary gain.

**4-26. Donated Property.** Property that is donated to and accepted by MSI CAP is accountable as any other property acquired. Appropriate entries are required on S-1, S-2, or S-3 reports. CAPF 37 should be used as required by 67-series regulations. For property valued in excess of \$5,000, see CAPM 67-1.

## **Section G - Financial Procedures (Reference CAPR 173-1, *Financial Procedures and Accounting Report for Units below Wing Level*)**

**4-27. Bank Accounts.** When the unit is chartered as a squadron, you will have a separate bank account, all unit funds will be deposited in a bank account requiring two signatures for withdrawal. Each unit is authorized one checking account and one savings account. You will need the EIN from the IRS prior to opening the account. See Chapter 7 for information on obtaining this number.

**4-28. Chart of Accounts.** The local host unit and you will have to have an agreement as to how the accounts will be used and funds recorded. CAPR 173-1 contains a complete chart of accounts and chart of accounts descriptions for CAP use. The CAPF 173, *Financial Record for Units below Wing Level*, is used in conjunction with CAPR 173-1. This form will enable the



CAP unit to keep a record of its financial activities for one full year. See Chapter 7, Figure 7-22, for details on this form. To help you set up a budget, use CAPF 174, *Budget – FY*.

**4-29. Audits.** CAP unit funds will be audited at the end of the fiscal year (30 September) or upon change of a CAP unit commander and/or finance officer. Senior members of the unit may perform audits when designated in writing by the CAP unit commander. There is an audit checklist included in CAPR 173-1. Your local host unit may require information from your unit prior to the audit.

**4-30. Reporting.** The last two pages of the Financial Record are financial summary sheets, which enable the unit to prepare a financial report of its activities for the year. At the end of each fiscal year, the CAP unit will complete the financial summary sheet in duplicate, retain one copy for its files, and forward one copy to wing headquarters. When submission to a headquarters other than the next higher echelon is directed, an information copy will be provided upon request to the next higher echelon. The finance officer will ensure the accuracy of each report. This section, once again, is for a chartered unit but can be used to assist the local host unit in tracking/recording the finances of your unit.

## **Section H - Keeping Track of Materials and Supplies (Reference CAPM 67-1, *Civil Air Patrol Supply Manual*)**

**4-31. Supply Officer Appointment.** All supply officer appointments and changes will be made in accordance with (IAW) CAPR 34-1 using CAPF 2a. Transfer of property responsibility will be accomplished as outlined in CAPM 67-1.

**4-32. Property Accountability Forms.** The following forms will be used by each unit to account for all corporate property. The CAP forms are available by ordering them from National Headquarters CAP/DAP in accordance with CAPR 5-4, *Publications and Blank Forms Management*.

a. **CAPF 38, *Property Document Register*.** This form is the basic supply record used to record all property transactions. Each unit will maintain a register. See CAPM 67-1 attachments for an example.

b. **CAPF 37, *Shipping and Receiving Document*.** This form will be used to record most nonexpendable and expendable property transactions. See CAPM 67-1 attachments for an example.

c. **CAPF 111, *Recap Sheet (Expendable Issues)*.** Used only to record expendable issues to the immediate members of a unit. CAPF 37 must be used to issue property to members of other units. *NOTE: CAPF 111 can be used to transfer accountability of DOD funded cadet uniforms.* See CAPM 67-1 attachments for an example.

d. **Non-CAP Forms.** To ease the request for, issuance of, and turn-in of uniforms or other items, non-CAP forms may be used as needed. Examples of such forms are found in Attachment 6, *Helpful Items*, and may be modified as needed.

#### 4-33. Issue Procedures

a. **Expendable Issues.** A CAP unit will issue expendable items to its members using CAPF 111 as outlined in CAPM 67-1. CAPF 111 **will not** be used to issue expendable items to members of other units. Transfers of expendable items to other units will be documented on CAPF 37 and will be released to the receiving unit's supply officer or commander only. This will be accomplished by initiating an expendable issue CAPF 37 as outlined in CAPM 67-1. Upon completion, provide the gaining unit a copy for their expendable property receipt file and file a copy in the losing unit's expendable issue folder. The gaining unit will then issue property to its members on CAPF 111.

b. **Nonexpendable Issues to Groups, Squadrons/Units:**

- (1) The issuing unit will:
  - (a) Initiate a CAPF 37 in six (6) copies.
  - (b) Use one copy as a suspense.
  - (c) Send five (5) copies with property to the receiving unit.
- (2) The receiving unit will:
  - (a) Complete the CAPF 37 and retain one copy.
  - (b) Return four (4) copies of the CAPF 37 to the issuing unit.
- (3) Upon receipt of the completed CAPF 37, the issuing unit will:
  - (a) Destroy the suspense copy of the CAPF 37.
  - (b) Place the original copy in the receiving unit's file.
  - (c) Send three (3) copies to the wing liaison office.

c. **Nonexpendable Issues to Individuals.** The commander or deputy commander of the unit making the issue will approve issues to individuals in writing. The approval will be the commander's/deputy commander's signature on the CAPF 37 documenting the issue. Under no circumstances will issues be made to any individual who is not an assigned and active member of the unit.

**4-34. Annual Inventory (CAP-RCS-A-S3).** Proper management and control of any corporation requires periodic inventories of its assets. To ensure such management and control within CAP and provide a consolidated record and quick reference of corporate property, each CAP unit will perform an inventory of nonexpendable property annually. For complete instructions see CAPF 67-1.

**4-35. Disposal of Excess Property.** Disposition of all property (expendable and nonexpendable) will be documented on CAPF 37. Items received from DRMO must be return to DRMO, or a waiver obtained. See CAPM 67-1 for details.

#### 4-36. Other Supply Procedures

a. **Annual Survey/Audit of Supply Records.** The USAF-CAP Liaison Region is required to perform an annual survey/audit of accountable supply records for each wing and the region. Spot inventories will be accomplished to verify supply records. Other units (minimum of two units) may also be surveyed/audited by the Liaison Region if deemed necessary or appropriate. The purpose of the audit is to ensure that all corporate property is being managed and accounted for in accordance with established directive and to provide first-hand guidance to the supply officer/commander. The Liaison Region will furnish the commander a report of survey/audit along with comments and recommendations regarding his/her findings. This survey/audit is a separate and additional inspection from all other inspections. The wing commander will forward a corrective action report through the Liaison Office to the Liaison Region Commander within 45 days from the date of the audit report.

b. **Storage of Property.** CAP material will be stored in a safe and orderly manner. In buildings with sprinklers installed, a clearance of 18 inches is required both vertically and horizontally from all light and heating fixtures. In buildings without sprinklers, a 36-inch clearance is required. Under no circumstances will items be stored above light or heating fixtures. Prior to closing storage facilities after access, an inspection will be performed to eliminate any fire hazards and to ensure all property is afforded adequate storage. *NOTE: Under no circumstances will gasoline, oil, paint, or any other such flammable items be stored in the warehouse with other supplies and equipment. Store these items in separate outside facilities suitable for flammable items.*

#### Section I - Use of US and CAP Flags (Reference CAPR 900-2, *Use of Civil Air Patrol Seal and Emblem; Use and Display of the United States Flag and Civil Air Patrol Flags*)



4-37. **Civil Air Patrol Seal.** The design of the CAP seal and its heraldic significance are set forth as follows:

- a. **Crest.** The crest includes the American eagle, which is symbolic of the United States and air-striking power; the cloud formation behind the eagle depicts the creation of a new firmament; and the twists of the wreaths beneath the eagle incorporate the colors of the basic shield design.
- b. **Shield.** The basic CAP emblem is superimposed on the shield.
- c. **Encircling Stars.** The encircling 13 stars represent the original 13 colonies of the United States, and the three set apart at the top of the design portray the three departments within the Department of Defense – the Army, the Navy, and the Air Force.
- d. **Encircling Band.** On the band encircling the design are the inscriptions "United States Air Force Auxiliary" and "Civil Air Patrol."

e. Colors. When the seal is reproduced in color, the background will be silver gray; the shield will be dark blue; the triangle will be white; and the three-bladed propeller will be red. The twists of the wreaths will be alternately white and dark blue, and the eagle will be gold in front of a white cloud. The 13 stars will be white edged in dark blue. The wide encircling band will be white and surrounded by a small gold band edged in dark blue on the inside and two small gold bands edged in dark blue on the outside. The lettering on the wide white band will be ultramarine blue.

**4-38. Civil Air Patrol Emblem.** The CAP Emblem consists of an ultramarine blue disc on which a white equilateral triangle is superimposed. Within the triangle is a red, three-bladed propeller. Centered below the triangle in white are the words "USAF Auxiliary." Centered above and contiguous to the disc is a red stripe on which the words "Civil Air Patrol" are superimposed.



#### **4-39. Authorized Use**

a. The Civil Air Patrol corporate seal will not be used for personal gain or any commercial purpose. It may generally be used on: corporate vehicles; CAP-owned aircraft; all official CAP publications, official invitations, greetings, and programs at national, regional, and wing levels; stationery of any CAP unit or authorized committee; membership cards issued by National Headquarters; signs identifying CAP units at all levels; posters and other informational or recruiting material issued by National Headquarters; and CAP business cards, using the member's official CAP duty title. Approval from National Headquarters must be obtained to use the seal for any purpose other than those listed above. Use of the seal in advertisements is prohibited.

b. The Civil Air Patrol Emblem will not be used for any commercial purpose, but may generally be used on: CAP-owned or privately-owned equipment where use of the CAP seal is not authorized; posters and other items used in CAP displays; unit informational materials; wing certificates and scrolls; insignia, jewelry, and similar articles when specifically authorized by National Headquarters.

#### 4-40. Civil Air Patrol Flags

a. There are different size flags for different levels of command. The National CAP Flag, Figure 4-5, will be silver gray field measuring 4 feet, 4 inches by 5 feet, 6 inches. This flag will only be used when representing the national organization. CAP Regional and Wing flags, Figure 4-6, will be silver gray field measuring 3 feet by 4 feet. These flags will be used on ceremonial occasions when the region or wing organization is represented. CAP Group and Squadron flags, Figure 4-7, will be ultramarine blue measuring 3 feet by 4 feet. Units will use these flags on all ceremonial occasions.

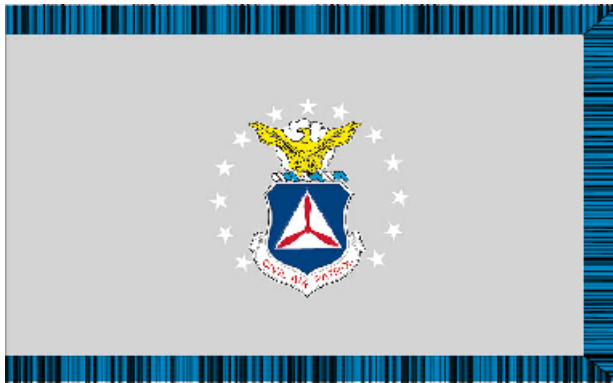


Figure 4-5. National CAP Flag



Figure 4-6. CAP Regional and Wing Flag



Figure 4-7. CAP Group and Squadron Flag

b. Squadrons may use CAP guidons, Figure 4-8, that are ultramarine blue, swallow-tailed, and 1 foot, 8 inches by 2 feet, 3 3/4 inches. Basic CAP insignia will be centered 8 7/8 inches from fork of swallow. The wing charter number will be placed at top and the unit charter number at bottom, centered above and below triangle.



Figure 4-8. CAP Guidon

#### **4-41. United States Flag**

a. Proper respect will be shown to the United States flag at all times. To ensure that the proper courtesies are shown to the American flag, see CAPR 900-2 or US Code of the United States Flag.

b. The proper use and display of the US flag is dependent on the way the flag is to be displayed. The flag may be displayed over a street; in an office; in a color guard; from a stationary flagstaff; speaker's platform; in a church, or in a public auditorium; with other flags of states, cities or localities, on a crossed staff; or to cover a casket. To ensure that the proper courtesies are shown to the American flag, see CAPR 900-2 or US Code of the United States Flag.

### **Section J - Vehicle Use and Requirements (Reference CAPR 77-1, *Operation and Maintenance of Civil Air Patrol Vehicles*)**

#### **4-42. Definitions**

a. **CAP-Owned Vehicle.** Any wheel-mounted equipment for highway or land use including but not limited to vans, cars, jeeps, buses, trucks, and trailers, owned by and titled in the name of Civil Air Patrol, Inc.

b. **Temporary-Use CAP Vehicle** A vehicle commercially rented, leased, or borrowed by a MSI CAP unit from commercial, DOD, or other sources in order to accomplish its mission. This includes school buses, for which the school must provide the drivers.

c. **Privately Owned Vehicle (POV).** Any vehicle not included in the above that is owned, leased, rented, or borrowed by a person, CAP member or organization other than CAP.

**4-43. Licenses/Drivers' Records.** Vehicle operators will operate all CAP-owned vehicles and temporary-use CAP vehicles in strict compliance with all federal, state, commonwealth, local laws, regulations, and ordinances governing the operation of motor vehicles. Must possess both a valid state driver's license and a CAP Operator's Permit (CAPF 75) which are issued by the wing. Each wing has a procedure for obtaining CAPF 75.

**4-44. Maintenance.** This program provides for the optimum use of vehicles at the lowest possible cost and assures the maximum readiness and capability of vehicles to perform designated functions efficiently and safely. Vehicle operator will normally perform field unit maintenance. This includes cleaning the vehicle, replacing the battery, and keeping the fluids in all systems at required levels. Major maintenance consists of the repair (includes painting) and replacement of parts. It is necessary to prevent unauthorized repairs and unauthorized debt burden on the corporation. Individual members who violate this directive do so at their own risk. For more details see CAPR 77-1.

**4-45. Markings.** All markings relating to previous military or civilian possession prior to CAP usage must be obliterated. The use of the CAP seal on CAP-owned vehicles is approved. Each vehicle owned by CAP will be assigned a vehicle identity number. CAP-owned vehicles will be painted white. CAP-owned vehicles will not use the Greek Red Cross emblem on a white background. Marking of rescue vehicles must conform to federal, state, and local laws. For more details see Figure 4-9 and CAPR 77-1.

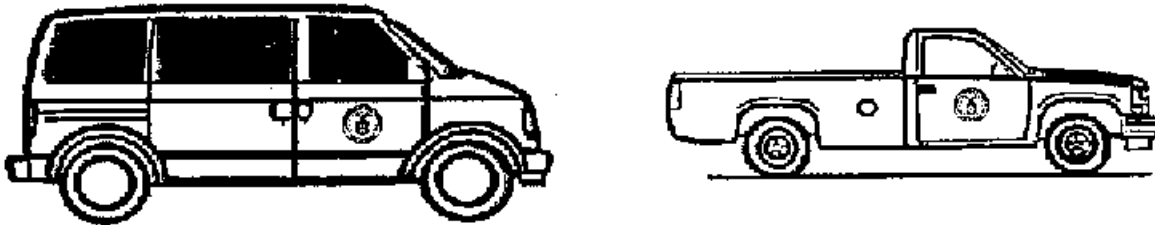


Figure 4-9. Marking of CAP Vehicles

**4-46. Insurance.** When CAP-owned vehicles are used for CAP corporate purposes, CAP and the operators are covered for liability by CAP's commercial insurance. When used on Air Force-assigned missions, CAP and the operators are covered for liability by the United States Air Force under the Federal Tort Claims Act (FTCA). See CAPR 900-5 for specifics on coverage and payment of premiums. For collision and comprehensive-type coverage of some CAP-owned vehicles, see CAPR 900-7, *Vehicle Self Insurance*.

**4-47. Reports.** Determine if a requirement exists for state or local vehicle reports. If so, comply with the reporting procedures. The report for CAP-owned vehicle inventory report is entitled "CAP Vehicle Status Report" and CAP-S-2 is assigned. See CAPR 77-1 for report processing procedures.

## **Section K - Communications and the Role It Plays (Reference CAPR 100-1, Vol. 1, *Communications*)**

**4-48. Mission and Purpose.** The mission of the Civil Air Patrol Communications Program is to organize and maintain a reliable, nationwide, point-to-point, air-to-ground, and ground mobile radio capability in support of the missions of CAP. The primary purpose of any CAP communications facility is to provide the commander with the means for controlling his/her units and their activities. In addition, it provides the commander at each echelon the ability to communicate with superior and subordinate commanders. Hence, the motto, "The Voice of Command."

a. **Emergency Services.** The primary user of the CAP Communications System is Emergency Services. Most support provided to this function is tactical in nature requiring the highest degree of flexibility.

b. **Cadet Programs.** Not only a prime training ground for tomorrow's leaders, but also a contributor of today's mission ready assets. Support provided to this function is both tactical and administrative in nature.

c. **Aerospace Education.** While not as heavy a user of the CAP Communications System, AE is no less important. As one of our congressionally chartered missions, it plays an important part in the overall mission of CAP. Support to this function is primarily administrative in nature.

**4-49. Communications Awards, Activities, and Programs.** The following awards have been established for the purpose of recognizing the service, achievements, and degree of proficiency attained by personnel who have applied their time and efforts to the CAP communications program. This includes MSI CAP cadets who meet the listed criteria. They are: The Communicator Badge; The Senior Communicator Badge; The Master Communicator Badge; and Communicator of the Year.

**4-50. Radio Operator Training.** The Federal Government through the National Telecommunications and Information Administration (NTIA) for emergency, training, and operational activities authorizes CAP radio stations. Members are authorized to operate CAP radio stations upon certification by wing or higher authority. Application for certification may be made after attending a communications orientation class. At wing level and below, this class is conducted under the oversight of the wing director of communications who will designate qualified trainers within the wing. The orientation class is encouraged for all MSI CAP members – seniors and cadets – and is composed of standard operating procedures and local operating procedures.

**4-51. Net Schedule.** Net schedules for operation on all authorized CAP frequencies will be coordinated and established at region level. Requests for schedule changes, additions, and/or deletions on CAP frequencies will be coordinated through appropriate region DCS/Comm. All net schedules will be prepared in ZULU time. Since the days of the week in the schedules are also according to ZULU time, conversion of the tables to local time will, in some cases, mean that a net will be held a day earlier on local time. For example, a net scheduled for 0100Z Sunday would actually be conducted on Saturday local time.

## **Section L - How to Handle Complaints (Reference CAPR 123-2, *Complaints*)**

**4-52. Discrimination Complaints.** CAP under CAPR 123-2 may investigate complaints involving discrimination. However, the Inspector (IG) receiving such a complaint is responsible for giving advance notification of such investigation to the Corporate Legal Counsel. The Corporate Legal Counsel will notify appropriate Air Force authorities where DOD directives are involved. See CAPR 39-1, *Nondiscrimination in Federally Assisted Programs*.

**4-53. Complaint Processed Under Other Regulations.** Complaints involving the following subjects will be processed under the appropriate directives and not under CAPR 123-2. Membership termination or nonrenewal is processed under CAPR 35-3 and CAPM 39-2. Suspension or removal from corporate office is processed under CAPR 35-8. Suspension or



removal from CAP flying privileges is processed under CAPR 60-1. Cadet sexual abuse is processed under CAPR 52-16.

**4-54. Complaint Submission and Processing.** All complaints must be in writing, signed by the complainant and accompanied by all available documentation in the possession or control of the complainant. The receipt of a complaint shall be acknowledged in a timely manner. The IG will notify his or her commander of the complaint. For complete information on the submission and processing of a complaint, see CAPR 123-2, *Complaints*.

## **Section M - What to do When You Have a Mishap (Reference CAPR 62-2, *Mishap Reporting and Investigation*)**

**4-55. Mishap Defined.** A mishap is an unplanned or unsought event, or series of events, that results in death, injury, or damage to or loss of equipment or property.

### **4-56. Mishap Classification**

a. **Bodily Injury.** These are personal injury mishaps resulting from falls, slips, being struck by an object, sport injuries, etc. Nontraumatic illnesses (i.e., poisoning, inhalation, or absorption of hazardous materials, etc.) that occur as a result of CAP activities will be reported as bodily injuries. (See CAPR 62-2 for a list of mishaps that are reportable on a CAPF 78.)

b. **Property Damage.** A mishap associated with:

(1) Aircraft.

(a) **Flight.** The operation of an aircraft that takes place between the time any person boards the aircraft with the intention of flight until such time as all persons have disembarked. These mishaps are classified as accidents or incidents, depending on the severity. The definition of an aircraft accident is found in Title 49, *Transportation*, Chapter VIII, *National Transportation Safety Board*, Part 830 (see CAPR 62-2). Mishaps where flight is intended which are not classified as accidents by the NTSB are recorded as incidents.

(b) **Other.** Ground accidents involving aircraft with no intent of flight, for example, tie-downs fail and aircraft is blown over by wind, aircraft is run into by a tug while parked, etc.

(2) **Vehicles.** Ground mishaps involving corporate or member-owned vehicles during CAP activities, including damage to structures such as buildings, fences, etc.

c. **Other.** Damage to or loss of equipment not resulting in personal injury will be reported and accounted for in accordance with CAPM 67-1.

**4-57. Notification Procedures and Reporting.** The unit or activity commander will immediately notify the wing commander and wing safety officer when any mishap involving a

CAP activity occurs. If serious injury or death is involved, notify National Headquarters, CAP/DO. For complete instructions see CAPR 62-2.

a. **CAPF 78, Mishap Report Form.** Unit or activity commanders are responsible for completing and submitting a CAPF 78, *Mishap Report Form*, within 48 hours of the mishap. The CAPF 78 is an important legal document and must be completed correctly and submitted to the appropriate insurance agent. The CAPF 78 constitutes notification to CAP's insurance carrier under CAP's policy. Failure to send the CAPF 78 to the correct insurance agent in a timely manner may prejudice CAP's insurance coverage in the event of a claim. See Chapter 7, Figure 7-21, for details on this form.

b. **CAPF 79, CAP Mishap Investigation Form.** No CAP formal or informal investigation shall be conducted in cases involving death or serious injuries incurred on MSI CAP activities without the prior approval of the Corporate Legal Counsel. The mishap investigation report should include background, training, experience, supervision, circumstances of accident, damage/injury, cost, cause, factors, recommended corrective action, and for vehicle accidents, a copy of the local police report, if available. The report, when completed, should be forwarded to the wing commander for action with the completed CAPF 79, *CAP Mishap Investigation Form*, as the cover sheet.

#### **Section N - Use of Military Facilities and Airlift (Reference CAPR 76-1, *Travel of Civil Air Patrol Members via Military Aircraft and Use of Military Facilities and Vehicles*)**

**4-58. Authority.** The Department of Defense (DoD) allows MSI CAP members to travel on military aircraft as passengers under certain conditions and for specific purposes. CAP members are authorized use of Air Force facilities, services, and military vehicle transportation in support of officially sponsored and approved CAP programs.

**4-59. Airlift Request Procedures.** Airlift requests are divided into two categories: CAP national events and regional events. For CAP national events, HQ CAP-USAF/XOO is the office responsible for obtaining, coordinating and approving the requested airlift. Local airlift is coordinated and requested by the wing liaison officer, reviewed by the liaison regions (LRs), and validated by HQ CAP-USAF/XOO. There must be at least 20 passengers per pickup point for any airlift except when utilizing a C-26 aircraft. There must be at least 7 passengers per pickup point for C-26 airlift (the C-26 carries on 12-14 passengers).

**4-60. Documentation.** Separate Travel Authorization (TA) and Military Support Authorization (MSA) are not required when use of facilities and services are in conjunction with military airlift support and individuals possess a TA that lists the facilities and services authorized. MSAs are not required for routine business meetings on host bases where billeting, messing, or transportation support is not used. For cadet travel, parental consent statements must accompany the TA when submitted for approval. See CAPR 76-1 for this form. A TA is NOT required for military orientation flights. Only appropriate membership card and parental permission in writing (if under 18) is required for military orientation flights. For complete instructions on travel via military aircraft see CAPR 76-1.

## **SUGGESTED MATERIALS**

### **Furniture**

Four drawer (or more) lockable file cabinet

Storage area with shelves

Bookcase

"Mail" distribution area/center

### **Administration Supplies**

Complete set of Regulations/Manuals/Pamphlets/Forms/  
Tests/Certificates/Visual Aids/Un-numbered Publications

File Folders & Files Guide Cards

Binders and indexes

Pencils

Stop watch

Pens (various colors may prove helpful)

Paper

Scissors, glue, scotch tape, correction fluid, etc.

Catalogs - Bookstore, Aerospace Education & Teaching  
Materials (from CAP Supply Depot), CAP Supply Depot, The  
Hock Shop

Brochures and other recruiting material as available

### **Uniforms**

Blues for 30 Cadets complete with Flight Caps, belts, shoes

BDUs for 30 Cadets complete with BDU Caps, belts, boots

Uniform insignia and other items to be maintained in unit  
"Bookstore."

### **MSI Materials**

Administration Guide, Lesson Plans

**CAP Training Material  
(is not included in above)**

CAPP 52-09, *CAP Cadet Orientation Course*

CAPP 50-8, *CAP Level I Senior Member Orientation Course*

Video Tapes - *National Headquarters CAP Videos, Choices  
Not Chances, High Flight*

Cadet Phase I books (for 30 students and instructor)